



**POLICY AND PROCEDURES GUIDELINES**  
**for**  
**GIFTS AND DONATIONS**  
**to the**  
**MINISTRY OF HEALTH**  
**JAMAICA**

**OCEANA COMPLEX  
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## TABLE OF CONTENTS

	<b>PAGE</b>
<b>1.0 Background</b>	<b>3</b>
<b>2.0 Policy Objectives</b>	<b>3</b>
<b>3.0 Definitions</b>	<b>4</b>
<b>4.0 Conflict of Interest</b>	<b>5</b>
<b>5.0 Policy and Procedures</b>	<b>5</b>
<b>5.1 Receiving of Gifts and Donations</b>	<b>5</b>
<b>5.2 Focal Point and relevant Duties</b>	<b>5</b>
<b>5.3 Four-Step Donation Process</b>	<b>5</b>
<b>5.4 Obligation of Parties</b>	<b>6</b>
<b>5.4.1 The Foundation</b>	<b>6</b>
<b>5.4.2 Regional Health Authorities, Departments and Agencies</b>	<b>7</b>
<b>5.4.3 The Donors</b>	<b>7</b>
<b>5.4.4 The National Health Fund</b>	<b>7</b>
<b>Schedules – Checklists and Specifications</b>	<b>8</b>
<b>A Gifts of Consumables and Pharmaceuticals</b>	<b>8</b>
<b>B Gifts of Assets</b>	<b>10</b>
<b>C Gifts of Services</b>	<b>13</b>
<b>D Gifts of Cash and Cash Equivalents</b>	<b>14</b>
<b>6.0 Authorization</b>	<b>15</b>

**POLICY AND PROCEDURES GUIDELINES for  
GIFTS AND DONATIONS to the  
MINISTRY OF HEALTH**

**1.0 BACKGROUND**

**1.1** The Ministry of Health operates 24 hospitals and over 300 health centres across Jamaica. On an annual basis approximately 3 million patient-visits are made to these public health facilities.

**1.2** The main sources of funding to the public health sector are from the Government of Jamaica Consolidated Fund, National Health Fund, private insurance, development partners and to a limited extent, fees for selected services. The public health facilities have also benefitted from generous donations in cash and kind from both local and overseas sources. The Government of Jamaica HP  
ublic Sector Procurement Procedures (2012) requires that all donations, whether in cash or kind are accounted for in the Ministry's Estimates of Expenditure.

**1.3** The development of the Policy and Procedures Guidelines for Gifts and Donations is in accordance with the following key initiatives and policy directives in the Ministry and the wider Public Sector:

- Circular No. 17, dated June 10, 2013: Ministry of Finance and Planning Public Expenditure Policy Co-ordination Division, File No. 107/125 – Guidelines for the Acceptance of and Accounting for Gifts to the Government.
- Revised Policy and Procedure Guidelines for Gifts and Donations to the – December 28, 2011;
- The Charitable Organization (Tax Harmonization) (Miscellaneous Provisions) Act, 2013;

**2.0 POLICY OBJECTIVES**

**2.1** The objectives of the Policy and Procedures Guidelines are:

- a) To ensure an effective system of acceptance, documentation and distribution of all resources mobilized for the public health sector.

- b) To improve the framework within which donors operate and relate to the Ministry, its departments and agencies.
- c) To ensure accountability and transparency in the resource mobilization system.

This Policy and Procedures Guidelines for gifts and donations is required to ensure that the Ministry, its Departments, Regional Health Authorities and Agencies (hereinafter referred to as the Ministry of Health) meet the fulfilment for proper accounting of all resources mobilized and received by the public health sector.

**2.2** The resources donated may fall into any of the following four main categories:

- a) Gifts of Consumables – which may be in the form of pharmaceuticals, medical sundries, food, bed clothing, toiletries, etc. **(See Schedule A attached, for details)**
- b) Gifts of Assets – which may be in the form of medical equipment , furniture and motor vehicles (including ambulances and mobile medial vehicles) and other vehicles. **(See Schedule B attached, for details).**
- c) Gifts of Services – This may be in the form of medical volunteers. **(See Schedule C attached, for details).** Refer also to Guidelines for Medical Missions.
- d) Gifts of Money. **(See Schedule D).**

### **3.0 DEFINITIONS**

**3.1** Consumables - Gift of consumables include items such as food, medication, medical supplies, bed linen, toiletries and toys.

**3.2** Entities include corporations, foundations, government agencies, individuals and partnerships.

**3.3** Medical equipment is any equipment used to diagnose, monitor or treat a medical condition.

**3.4** Medical supplies include items such as microbiology supplies, chemicals, syringes and needles, laboratory reagents and microscopes.

**3.5** Local donors are those private individuals or entities that are locally-based.

**3.6** Overseas donors are those private individuals or entities that reside and operate outside of Jamaica.

#### **4.0 CONFLICT OF INTEREST**

Gifts will not be accepted as an incentive for hidden benefits, rights or privileges to the donor. The Ministry of Health reserves the right to assess whether potential gifts could impair its objectivity and independence in conducting future arms-length commercial or non-commercial transactions. The Ministry will also maintain and uphold the provisions of the GOJ Procurement Guidelines in force.

#### **5.0 POLICY AND PROCEDURES**

##### **5.1 Receival of Gifts and Donations**

The Ministry of Health will establish a Foundation to receive all gifts and donations intended for the Ministry.

##### **5.2 Focal Point and relevant duties:**

The Foundation's Co-ordinator will manage the administrative functions relating to the resources from donors (both local and overseas). The Co-ordinator will acknowledge and tabulate all donations.

##### **5.3 Four-Step Donation Process:**

1. Donors should indicate their offer of items to the Foundation's Co-ordinator , and complete and submit the appropriate checklist at:
  - a. Schedule A1 for gifts of Consumables and Pharmaceuticals;
  - b. Schedule B1 for gifts of Assets, including Medical Equipment;
  - c. Schedule C1 for gifts of Services;

- d. Schedule D1 for gifts of Money.
2. The Foundation's Co-ordinator will acknowledge the offer in collaboration with the relevant officers at the national and local level,  
  
assess the item(s) to determine if it meets established standards and whether it would be economical, relevant and ethical to accept the donation(s) after which final approval will be granted by way of an acceptance letter.
3. Donors should arrange:
  - a. Shipping and other administrative costs for gifts of Consumables, Pharmaceuticals and Assets to Jamaica;
  - b. With the Foundation's Co-ordinator, the delivery of gifts of Services according to prescribed guidelines;
  - c. For the wiring/transfer of funds to the Foundation's bank account.
4. The Foundation's Co-ordinator accepts gifts and issues Certificate of Appreciation/Acknowledgement.

## **5.4 Obligation of Parties**

### *5.4.1 The Foundation shall:*

1. Specify the requirements that must be met in respect of the donation(s) such as registration of drugs in Jamaica, colour code system required for medical equipment and the specifications of all related equipment as outlined by the Ministry of Health guidelines. (See detailed specifications at Schedule A).
2. Ensure that such donations are in keeping with the Ministry of Health's plan for health service delivery.
3. Where appropriate, consult with the Jamaica Customs Department for the clearance of gifts donated by an overseas source.
4. Provide report to donors on the conditions of gifts and their distribution within the health system.

**5.4.2** *Ministry's Regional Health Authorities (RHAs), Departments and Agencies shall:*

1. Refer all offer of resources to The Foundation's Co-ordinator.
2. Participate in the initial consultation and assessment of the offer of resources.

**5.4.3** *Donors should:*

1. Be so authorised to donate the resources.
2. Ensure that pre-owned equipment is refurbished prior to donating the item.
3. Provide prior notification of goods to be shipped.
4. Provide packing lists and invoices showing values and other pertinent information.
5. Consult and receive approval from the Foundation for correct consignment of goods.
6. In the case of donation of services:
  - a. Submit a report of activities, upon completion of such services, to Local/Regional Health Authority and copied to the Director, International Cooperation in Health within seven (7) days after the leaving the country.
  - b. Receive approval of draft and final report of activities in Jamaica prior to publication

**5.4.4** *The National Health Fund, the Ministry's agent, is responsible for the warehousing and distribution of pharmaceutical drugs and sundries in keeping with directives from the Foundation.*

**SCHEDULE A**

**GIFTS OF CONSUMABLES AND PHARMACEUTICALS**

**SCHEDULE A.1  
CHECKLIST FOR DONATION OF  
CONSUMABLES & PHARMACEUTICALS**

<b>Donor(s):</b>		<b>Donor Address:</b>		
<b>Donor(s) Phone:</b>				
<b>Donor(s) E-mail</b>				
<b>No.</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
1.	Expiry date of items greater than 12 months after scheduled landed date <b>(N.B. in the case of pharmaceuticals, give exact date of expiration)</b>			
2.	List of pharmaceuticals and/or consumables have been submitted to the Foundation's Co-ordinator of the Ministry at least twenty-one (21) days prior to shipment			
3.	List includes – Name of drug			
	- Expiry date of at least 12 months after landed date			
	- Quantity			
	- Estimated market value			
	- Name and address of supplier and manufacturer			
4.	Appropriate drug importation permit has been obtained from the Pharmaceutical Division prior to arrival of the donation			
5.	The brand of generic equivalent of a donation (drug) has been registered for use in Jamaica (except where the drug is to be administered in emergency procedures e.g. <b>invasive cardiovascular or cerebral interventions</b> ).			
6.	All shipping invoices including Bill of Lading/Airway Bill have been submitted to the Foundation's Coordinator for processing			
7.	For perishable items, airway bill and other documents have been sent to the Foundation's Coordinator before-hand giving time of arrival			
8.	Flight details provided for items taken onboard including date, time, flight number, port of origination and port of destination			
9.	Donor accepts responsibility to ship items to the Foundation			
10.	Donor accepts that all drugs and pharmaceuticals will be warehoused by its agent, the National Health Fund for further distribution to health facilities, as appropriate.			
Donor's Comments				
Qty.	Description	Value\$		



Signature of Recipient:	Authorising Officer:	
Date:	Date:	

## **A.2 GENERAL SPECIFICATIONS**

### **A.2.1 Consumables**

Gifts of consumables must be valued based on acquisition price and in the currency of the country the donor resides.

### **A.2.2 Pharmaceuticals**

The National Health Fund Pharmaceutical Division has full responsibility for all aspects of the procurement of drugs and medical supplies required by the Ministry of Health.

### **A.2.3 Food And Drug Act And Food And Drug Regulations**

The Standards and Regulations Division reserves the right to detain/seize or cause to be re-exported, pharmaceuticals imported contrary to the guidelines. Failure to comply with the guidelines is a breach of the FOOD AND DRUG ACT and FOOD AND DRUG REGULATIONS.

### **A.2.4 Customs Act**

Breaches of the CUSTOMS ACT may result in the imposition of fines not exceeding three (3) times the C.I.F. value of the goods.

**GIFTS OF ASSETS  
SCHEDULE B.1**

**CHECK LIST FOR SPECIFICATIONS OF ITEMS/DONATION OF  
MEDICAL EQUIPMENT AND OTHER CAPITAL ASSETS**

<b>Donor(s):</b>		<b>Donor Address:</b>		
<b>Donor(s) Phone:</b>				
<b>Donor(s) E-mail</b>				
<b>No.</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1.</b>	<b>Gifts of Motor vehicle:</b>			
	<b>a.</b> Age - less than 6 years old			
	<b>b.</b> Title, type and vehicle specifications/information			
	<b>c.</b> Vehicle is operational			
<b>2.</b>	Equipment accompanied by:			
	<b>a.</b> Age ( X-Ray equipment – less than 5 years old)			
	<b>b.</b> Name Brand			
	<b>c.</b> Service history/manual containing:			
	- Spare Parts List			
	- Service drawings showing parts numbers			
	- Circuit Diagrams			
	- Block Circuit Drawings			
	- Description of electronic and logic operation			
	- Troubleshooting Guide			
	- Planned Preventive Maintenance Guide			
	<b>d.</b> Operator and service manuals (minimum of 2 copies)			
<b>3.</b>	Authorised agents:			
	<b>a.</b> Caribbean			
	<b>b.</b> North America			
	<b>c.</b> Europe			
	<b>d.</b> Latin America			
	<b>e.</b> other			
<b>4.</b>	Arranged shipment of equipment to Ministry Of Health.			
<b>5.</b>	List of items showing values being submitted to the Foundation's Co-ordinator			
	Letter from the donor two weeks in advance to the Foundation's Co-ordinator , prior to the arrival of the equipment or medical supplies to Jamaica			
<b>6.</b>	Supply the packing list and other invoices and relevant shipping documents to the Foundation's Co-ordinator			
<b>7.</b>	Indelible label on asset depicting:			
Gift Policy, Ministry of Health, Jamaica – Revised 2014				
	- Name of Manufacturer			

	- Address of manufacturer			
	- Date of manufacture			
	- Model number/name			
	- Serial number			
	- Name of supplier			
	- Address of supplier			
	- Phone No.			
	- Fax. No.			
	- E-mail address/website address			
	- Operator/Control instructions in the English Language			
<b>8.</b>	Following information on equipment should be provided (as relevant):			
	<b>a. Electrical Equipment:</b>			
	- Suitable to operate at voltage(s) 220 volt-50 hertz, 415 volts 50 Hz and/or 110 Volts 50 Hz;			
	- Able to function correctly at supply voltage variations of + 10% and -10%;			
	- Protected against mains line surge conditions			
	- Protected against mains line interference including high frequency spiking			
	- Supplied with electrical line conditioning if Units cannot function correctly within the stated conditions			
	- Fitted with anti-surge type mains protective devices			
	- N.B. Use of external autotransformers to convert 220volt Equipment to 110-volt operation or vice-versa;			
	- Conform to IEC 601, and be clearly labelled as to their compliance			
	- "Plug in" mains electricity-operated equipment:			
	o supplied with a minimum of one (1) metre of connecting flex tubing			
	o fitted with a three prong earth/ grounded plug			
	o suitable for hospital use in a non-brittle material (rubber based plugs are preferred)			
	- Electrical safety classification (pictograms may be used)			
	- Suitable for operation at 50 Hz (cps) mains supply:			
	o Synchronous motors and timing units must operate correctly at 50 Hz			
	o main frequency anti-interference filters must be set for 50Hz			
	- Critical care equipment supplied with integral, automatic, rechargeable battery back-up systems			
	- Surgical lighting equipment, fixed or mobile :			
	o operate at 12 volts;			
	o supplied with the necessary mains conversion units, auto switch gear, battery backup and auto recharging unit.			
	<b>b. Mechanicals</b>			
	- Gas supply pressure			
	- Water supply:			
	o pressure of <b>1 to 3 BAR</b>			
	o of other levels with integral pressure reducing			

	valves/booster pumps			
	○ include a water shut-off valve and non-return valve or anti-syphon flow back control			
	- Steam supply:			
	○ pressure contained with a chamber safety valve			
	○ has manual operating test/lift arm			
	<b>c.</b> Fully tropicalised			
	<b>d.</b> Suitable for prolonged use			
	<b>e.</b> Able to function at temperatures up to 35 Degree Celsius			
	<b>f.</b> Able to function at relative humidity of up to 95%			
	<b>g.</b> Electrical power derating factors			
	<b>h.</b> Able to coolat elevated temperature rates			
	<b>i.</b> Protected from ingress of insects			
	<b>j.</b> Secured from mold growth in high humidity			
	<b>k.</b> Atmospheric condensation			
	<b>l.</b> Able to function at high sunlight levels			
<b>9.</b>	Accessories – devises and additional parts present as follows:			
	<b>a.</b> All necessary accessories supplied and ready for standard operations			
	<b>b.</b> Availability of information on recommended accessories			
	<b>c.</b> Complete lists of all accessories available to be presented with quote/gift offer			
	<b>d.</b> Costs of all accessories available			
	<b>e.</b> Able to identify spare parts/ accessories			
Manufacturer Description & Model #		Serial #	Value\$	
Recipient Signature		Authorizing Signature:		
Date:		Date:		

## B.2. MEDICAL EQUIPMENT

All medical equipment must meet the Ministry of Health’s specifications which will be provided upon request.

Where the equipment is already in the possession of the donor, equipment specifications must be sent to the Foundation to be assessed for conformance with Ministry of Health equipment guidelines.

## SCHEDULE C

### SCHEDULE C.1 CHECK LIST FOR GIFTS OF SERVICES

No.	Particulars	Yes	No	Not Applicable
1.	<b>Documentation required for Service not exceeding 3 months:</b> <ul style="list-style-type: none"> <li>- Local Sponsor/ contact prior to conducting medical outreach activities in Jamaica</li> </ul>			
2.	Submit letter of intent to the Ministry of Health and Regional Health Authority			
3.	Obtain recommendation of activity (3 months prior) from:			
	<ul style="list-style-type: none"> <li>• Local/Regional Health Authority</li> </ul>			
	<ul style="list-style-type: none"> <li>• Ministry of Health</li> </ul>			
4.	Submit required documentation for registration with appropriate Professional Council in keeping with the prescribed guidelines			
5.	Obtain special registration with appropriate Professional Council			
6.	Obtain authorization for importation of any item classified as a pharmaceutical (Drug Permit).			
7.	Request Custom clearance for importation of medical equipment and sundries through the Foundation <b>N.B. Exemption from duties can be requested</b>			
8.	Upon completion of service, submit a report of activities to Local/Regional Health Authority and copied to the Director International Cooperation in Health within seven (7) days after the leaving the country. <b>N.B. Failure to comply will result in automatic non-approval for future missions</b>			
9.	Receive approval of draft and final report of activities in Jamaica prior to publication			

#### C.2.2 REQUIREMENTS/RESPONSIBILITIES

The Ministry of Health has the responsibility for the health and welfare of the Jamaican population and in recognition of this there needs to be proper standards for monitoring of volunteer teams that come to the Island. Please see revised edition of Policy and Procedures Guidelines for Overseas Medical Missions at [www.moh.gov.jm](http://www.moh.gov.jm) .

**SCHEDULE D.1**  
**CHECKLIST FOR DONATION OF**  
**CASH & CASH EQUIVALENTS**

No.	Particulars	Yes	No	Not Applicable
1.	Source of funds are legitimate			
2.	Donor accepts responsibility to wire/transfer funds to MOH's bank account			

**D.2 SPECIFICATIONS - GIFTS OF MONEY**

- a. Gifts of money must be aligned to a project in collaboration with the Ministry of Health. The details must be provided to facilitate prior approval by relevant local Authority.
- b. All donors of gifts of money, whether private individual, private entity or publicly traded company are required to provide the following to ascertain the legitimacy of the gift:
  - a. source(s) of funds;
  - b. proof of employment (where applicable);
  - c. proof of address.
- c. Where the donor is a private entity, details of the entity and its owner should be provided.
- d. Where the donor is a publicly traded company, details of the company including its ten (10) largest shareholders should be provided.


## 6.0 AUTHORIZATION

This document and its Schedules comprise the revised version of the Ministry of Health's Gift Policy and shall be used to guide the procedures for the accepting of an accounting for gifts and donations for the benefit of the public health sector.

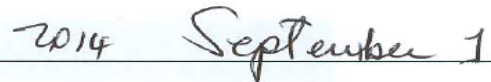
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